



TOWN OF BELMONT EMPLOYMENT OPPORTUNITY

The Town of Belmont is now accepting applications for a

PER-DIEM PUBLIC SAFETY DISPATCHER

Police Department

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of March 11, 2016

Receives and evaluates emergency and non-emergency calls for assistance and service; determines location and required response needs from information obtained; dispatches appropriate response personnel. Triages Emergency Medical calls, records requests. Monitors scanners, alarm systems, communications between agencies, location and condition of emergency response personnel, provides updated information to facilitate operations. Accesses computer databases to obtain information, as well as maintain records. Will participate in ongoing training.

High school diploma or equivalent. Certification in emergency medical dispatching and CPR, prior dispatching experience, is preferred. Must have the ability to deal well with the public, especially in an emergency situation. This is a per diem position; with a starting hourly rate of \$20.45, and does not include benefits.

Please submit resume/application to the Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by March 11, 2016.



APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form. All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov